

TRANSPORTATION CORPS HALL OF FAME LETTER OF INSTRUCTION (LOI)

1. PURPOSE:

The Transportation Corps Hall of Fame (HOF) recognizes individuals who have served the Corps with distinction. The program was established to maintain and enhance the legacy of the Transportation Corps and to promote cohesiveness and esprit de corps. This LOI prescribes policies and procedures for the nomination, selection, and induction of personnel into the Transportation Corps Hall of Fame and for the maintenance of related records.

2. PROCEDURES:

a. **ELIGIBILITY.** Open to all individuals who have devoted a lifetime of service and made a significant contribution to the Transportation Corps. All Army Transportation Corps military and civilians are eligible for inclusion in the Hall of Fame immediately after death, discharge or retirement.

b. **NOMINATION.**

(1) Nominations may be submitted by a member of the Regiment or by any individual having served in the Regiment and should be submitted NLT 31 March 2009 to ensure the Regimental S-3 has adequate time to prepare the nomination packets for the Selection Board's meeting in April. Nominations will be solicited through the Chief of Transportation's Quarterly Significant Activities Report, through letters sent to all TC Active Duty, Reserve, National Guard, and Retired General Officers and TC active and retired Senior Executive Service civilians, and through the Office of the Chief of Transportation's website at: http://www.eustis.army.mil/ocot/Regimental_Plans_Ops/Regimental.htm.

(2) An individual may nominate more than one individual during a given year.

(3) All nominations received after 31 March 2009 will be considered the following year.

(4) Nominations will consist of those items outlined in Annex A.

(5) Mail nominations to:

Regimental Adjutant
Office of the Chief of Transportation (ATZF-OCT)
705 Read Street
Fort Eustis, Virginia 23604-5407

c. **ENDORSEMENT.**

(1) Endorsements in support of nominations may be submitted by any member of the Regiment or by any individual having served in the Regiment and must be submitted NLT 31

March 2009 to the Regimental S-3. Endorsements received after 31 March 2009 will not be considered. Endorsements will be solicited through the nominator.

(2) Endorsements may accompany the nomination packet or be submitted separately.

(3) Mail endorsements to:

Regimental S-3
Office of the Chief of Transportation (ATZF-OCT)
705 Read Street
Fort Eustis, Virginia 23604-5407

3. SELECTION:

a. Each year the HOF Selection Board will review and recommend nominees for the HOF to the Chief of Transportation. The Selection Board will be comprised of individuals who have served in positions of significant responsibility involving Transportation functions. The board will consist of eight voting members: The senior Transporter on active duty, Chief of Transportation (President of the Board), Senior Reserve Component Transportation Corps General Officer, Honorary Colonel of the Regiment, Functional Chief's Representative, Honorary Warrant Officer of the Regiment, Honorary Sergeant Major of the Regiment, and Honorary Civilian of the Regiment.

b. The Regimental S-3 will forward a memorandum to each individual requesting their participation on the Selection Board. Board members will accept or decline by notifying the Regimental S-3. Once all nomination packets are received, the Regimental S-3 will assemble and mail all complete nomination packets to each board member. A formal board will not convene. Instead, members will vote on the packets mailed to them and return them to the Regimental S-3. At least six of eight voting board members must participate.

c. The HOF Selection Board will make selections from a review of five categories. Those categories are: General Officer, Officer, Warrant Officer, Noncommissioned Officer, and DA Civilian. However, there is no requirement to make a selection from each category. Only qualified individuals will be considered and selected by the Board.

d. The Selection Board will consider the following criteria when evaluating nominations for the Transportation Corps Hall of Fame.

(1) Significant accomplishments that enhanced the Corps while on Active Duty or in Federal Service.

(2) Significant accomplishments that enhanced the Corps after retirement from Active Duty or Federal Service (e.g., member of boards, advisory boards, councils or civic organizations).

(3) Awards/achievements directly related to Transportation.

- (4) Distinguished Member of the Regiment.
 - (5) Participation or service in professional organizations.
 - (6) Support organizations for Soldiers -- Combined Federal Campaign and Army Emergency Relief.
 - (7) Champion the Corps and Regiment in speeches and during other opportunities.
 - (8) Published Articles (if applicable and relevant; include dates).
- e. Nominations initially considered by the Selection Board, but not selected, will be retained and submitted for automatic reconsideration for the next two years. If, after the third consideration, the nominee is not selected, the nomination packet will be retired under the control and management of the Regimental S-3. An individual can be renominated at any time during this process. The period of renomination is three years.

4. INDUCTION:

- a. Each individual selected for induction, or the next of kin if the selected inductee is deceased, will be notified of the selection in writing and formally invited to attend the induction ceremony. The ceremony will be held in conjunction with Transportation Corps Conference each year.
- b. Individuals are inducted into the HOF for life.
- c. Each inductee into the HOF will also be honored by a permanent display in the "Hall of Honors," Wylie Hall (Bldg 705), Fort Eustis, VA, containing their name, photograph, and a brief narrative of their major accomplishments.

Encl
Annex A

ANNEX A

BIOGRAPHICAL DATA

NAME (First, Middle, Last):

RANK/GRADE (If applicable):

DATE AND PLACE OF BIRTH:

ADDRESS (Spouse or Next of Kin Address, if deceased):

TELEPHONE NUMBER: Home:
Work:

E-MAIL ADDRESS (If applicable):

PRESENT DUTY POSITION/OCCUPATION (If applicable):

RETIREMENT DATE (If applicable):

EDUCATION (Military and civilian; include periods of attendance and degrees earned):

SIGNIFICANT ASSIGNMENTS/DUTY POSITIONS (Include dates):

MAJOR CONTRIBUTIONS TO THE US ARMY TRANSPORTATION CORPS AND OTHER FACTORS TO BE CONSIDERED BY THE SELECTION BOARD (List significant contributions with supporting details and provide responses to remaining criteria.):

(1) Significant accomplishments that enhanced the Corps while on Active Duty or in Federal Service.

(2) Significant accomplishments that enhanced the Corps after retirement from Active Duty or in Federal Service (e.g., member of boards, advisory boards, councils, or civic organizations).

(3) Awards/achievements directly related to Transportation.

(4) Distinguished Member of the Regiment.

(5) Participation or service in professional organizations.

(6) Support organizations for Soldiers -- Combined Federal Campaign or Army Emergency Relief.

ANNEX A - BIOGRAPHICAL DATA

(7) Champion the Corps and Regiment in speeches and during other opportunities.

(8) Published Articles (if applicable and relevant; include dates).

The biography will consist of no more than 3,500 characters (to include spaces) in a 12-point font.

PHOTOGRAPH (8 x 10: color or black and white; military in uniform with jacket; civilian in business attire)

LIST OF POSSIBLE SOURCES OF INFORMATION ABOUT THE NOMINEE